

SECRET

12 JAN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 9 January 1970

1. Income Tax Course: A two-day Income Tax Assistance Course conducted at Headquarters Building for Agency personnel was completed on 9 January. This course was attended by approximately 55 persons representing all directorates of the Agency. The Office of Personnel arranged the course which was conducted by two income tax experts from the Internal Revenue Service.
2. Blood Donors: 160 pints of blood were donated by Agency employees on Blood Donor Day, 6 January 1970.
3. Christmas Trees: We have received a number of favorable comments concerning this year's decorations and locations of the Christmas trees.
4. Cooperative Education:
  - A. An Office of Communications co-op, who graduates from VPI this spring, was interested in working in the Technical Division of Security and we have arranged for his full-time employment there in June.
  - B. A VPI co-op working in FMEAC has done such an outstanding job that a GSI has been awarded to him.



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C. Attached, as a matter of interest, is a copy of a report on his first three-month work experience written by a co-op student from Rochester Institute of Technology. Its tenor is not untypical of almost all the work reports our co-ops write after each work period.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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Att.

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